

Shasta County Superior Court is currently recruiting for the position of **Court Services Accounting/Procurement Officer**.

Under the direction of the Chief Financial Officer, the Court Services Accounting/Procurement Officer acquires and processes for payment supplies, equipment, and services for use by the Court; administers contracts or agreements; and performs related duties as required.

Knowledge of

- Practices and methods of purchasing by specification and competitive bidding;
- Sources of supply, marketing practices, and pricing methods and differentials;
- Principles and practices of purchasing for a public agency;
- Materials, supplies, and equipment used by public agencies;
- Trial Court Financial Policies and Procedures with an emphasis on procurement;
- Principles and techniques of organization and planning;
- Principles and techniques of inventory control;
- Operation of desktop PC, modern spreadsheet and word processing applications (Excel and Word);
- Basic principles of accounting.

Ability to

- Analyze requisitions and prepare product specifications and contracts;
- Evaluate bids and make objective recommendations for awards;
- Analyze technical purchasing problem areas and recommend solutions;
- Keep accurate records;
- Communicate effectively both orally and in writing;
- Perform general accounting tasks;
- Prepare claims for payment to vendors and suppliers;
- Establish and maintain cooperative relationships with those contacted in the course of work.

Qualifications

One (1) year or more of governmental purchasing experience or two (2) or more years of purchasing experience involving the procurement of office equipment and furniture and some accounting experience, or any combination of training and experience that provides the desired knowledge and abilities.

An AA degree in Administration, Accounting, Finance, Business, or closely related field is desirable.

Special Requirements

- A California Class C Driver License with an acceptable driving record.
- A background check will be performed and the final candidate will be required to be fingerprinted.
- Ability to lift up to 50 pounds.

Example of Duties

- Researches and conducts cost comparisons on products and services, and vendors; assists in writing specifications, prepares correspondence and communicates with vendors regarding bids, contracts, leases, and agreements.
- Reviews supply requisitions for need, completeness, accuracy, cost effectiveness, and adherence to standards, codes, court policies, and procedures; reviews supply documents submitted by court staff; and prepares reports regarding usage of supplies.
- Performs physical inventories of materials and equipment; tags property for fixed asset control; and maintains records of equipment.
- Maintains records on vehicle maintenance in accordance with federal, state and local laws, and court policy; schedules maintenance of court vehicles; monitors and records fuel purchases; and schedules vehicle usage.
- Creates claims for payment and audits for accuracy.
- Performs the following accounting functions:
 - Receives and counts cash, checks, negotiable, and credit payments; tabulates register receipts and resolves discrepancies; credits Court and trust accounts and allocates funds as necessary.
 - Compiles data for budget preparation purposes; compiles data and prepares claims for state and federal reimbursement; gathers data and prepares special schedules; may prepare technically difficult statistical and/or accounting reports from a variety of sources.

Salary and Benefits

- **Salary:** \$3,065 - \$3,911/month (new hires are usually started at the beginning salary range).
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days after 16 years.
- **Sick Leave:** 12 days per year with a pro rata payoff at termination after at least five years of employment.
- **Holidays:** 13 days per year.
- **Retirement:** P.E.R.S. 2% at 62 (coordinated with Social Security) with shared contribution paid by the Court and employee. Retirement formula and employee contribution will be determined by whether applicant had prior PERS membership.

- **Insurance:** A medical and dental plan with the Court paying for most of the employee and a portion of the dependent cost, a vision plan, and a fully paid life insurance policy.
- **Medical Insurance Opt-Out:** Employees who “opt-out” of the medical plan may be eligible to receive a \$125.00/month stipend.
- **Other:** A deferred compensation plan, credit union, and direct deposit are available.

Travel expenses to appear for an interview will not be reimbursed.

Application and Selection Procedure

Candidates must complete and submit a Court Application for Employment and supplemental questionnaire. Letters of reference are invited at the time of application but are not required. A cover letter and resume may also be submitted. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as “See/Refer to Resume” or “See Attached.”

A qualifications appraisal committee will review applications and only the best-qualified candidates will be invited to interview for the position. Meeting the announced requirements does not guarantee inclusion into the selection process. The interview process ranks you for the list of eligible candidates and the top finalists will be referred to the General Counsel for final interview, background check, and selection. Arrangements may be made to accommodate applicants with disabilities by informing the Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001**

Pick up an application at the above-noted address, or visit our Web site at www.shasta.courts.ca.gov. Applications will be accepted until **4:30 p.m., Wednesday, September 16, 2015**. Postmarks will not be accepted.

About the Court

The Superior Court of California, County of Shasta, hears criminal, civil, traffic, family law, probate, juvenile, and mental health cases. There are nine judges and two commissioners with a staff of approximately 170 employees (including security personnel). The Court operates at the county seat in Redding.

About Shasta County

Shasta County is a general law county with a population of approximately 200,000. Interstate 5 runs through the county, which is located 160 miles north of Sacramento, and has a relatively large land area of 3,850 square miles. The seasonal climate offers excellent adventures in the great outdoors, including camping, hiking, biking, skiing, hunting, and fishing. The Sacramento River traverses the county, spilling into and out of Shasta Lake (367 miles of shoreline). These bodies of water, along with Whiskeytown Lake and the surrounding mountains, provide for an array of recreational activities. Mt. Lassen and the Trinity Alps lie in adjacent counties. Views of Mt. Shasta are prominent as one travels around the county.

The City of Redding (population 91,119) is the financial, industrial, medical, and retail center of far Northern California. Redding has outstanding municipal services, good schools, two large acute care hospitals, and offers a variety of cultural activities. The county's two other incorporated cities, Anderson (population 10,128) on I-5, 10 miles south of Redding, and Shasta Lake City (population 10,139) on I-5, 8 miles north of Redding, are growing population centers. Housing is available in most price ranges, with a median cost of \$209,000.

Advanced education is available in the county at Shasta Community College (AA and Technical Programs), Simpson University (BA and Special Programs), National University (BA and Special Programs), and through the California State University Extension Program. California State University at Chico is located 70 miles from Redding.

EQUAL OPPORTUNITY EMPLOYER

Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF SHASTA



INVITES APPLICATIONS FOR

Court Services Accounting/ Procurement Officer

\$3,065 - \$3,911 Monthly
(\$17.68 - \$22.56 Approx. Hourly)

Final Filing Deadline

4:30 p.m.

September 16, 2015

Panel Interview Date

September 23, 2015